

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Maintenance and Operations

GENERAL RESPONSIBILITIES

1. Directly supervises all electrical trade service functions to ensure that the District's buildings, distribution systems, electronic systems and electrical systems are safely, efficiently, and properly maintained at or near their original condition.
2. Ensures the District's buildings are maintained in a condition that is attractive, safe and healthy. Ensures all work meets or exceeds OSHA standards, State and Local Building Codes and the National Electrical Code (NEC).

SPECIFIC RESPONSIBILITIES

1. Supervises the audio visual (low voltage) and electrical trades' personnel.
2. Properly plans and assigns work orders. Monitors work order execution and ensures they are completed in a safe, timely and quality fashion.
1. Ensures appropriate personnel are notified of planned or unplanned (emergency or accident) trade-related events that disrupt a facility's function or safety.
3. Conducts market analysis, plans material procurement and procures materials needed by the electrical and A/V trades.
4. Determines and maintains appropriate stock level of materials that are frequently used in the A/V and electrical trades.
5. Plans, develops and conducts trade-specific training for all personnel once per month. Plans, develops and conducts weekly safety training.
6. Coordinates project execution. This includes all work necessary to develop bid specifications, contract implementation and successful contract completion.

7. Coordinates, implements and maintains proper identification, control and removal of hazardous materials.
8. Assists Principals and Plant Operators with work schedules, material and equipment selections.
9. Supports the Facilities Department as directed by the Maintenance Director.
10. Prepares annual budget recommendations for A/V and electrical trades concerning material, equipment and private contracted services.
11. Establishes and updates the twenty-year Capital Improvement Projects for audio visual and electrical budgets.
12. Performs other duties as assigned.